



LIMITED AGRICULTURE PERMIT (CITY ONLY)

APPLICATION

(PLEASE PRINT OR TYPE)

PROPERTY ADDRESS: _____

#LAP _____

Property Owner Information (include names of all owners where hens will be kept)

Name(s):	Best Phone #:
Address:	Email:
Is the property owner the applicant? Yes No	Home Type: Single Family Townhouse

Applicant Information (if different than property owner; include names of all adult applicants)

Name(s):	Best Phone #(s):	Email(s):
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Proposed Use Information

Number Of Hens (10 max.):	Coop Size (square feet):	Pen Size (square feet):
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Required Application Attachments (applicant please initial beside all items that are attached)

Initials	Attachments	Staff
	Application Fee: \$26.00. Make checks payable to "City of Durham." Starter checks and out-of-state personal checks will not be accepted. Cash or credit card payments are accepted if submitted in person at City Hall.	
	Complete application with notarized signatures of all subject property owners, and signatures of all adult, non-owner residents of the subject property. If ownership doesn't match tax records, proof/statement provided.	
	Mailing list with names and addresses of all adjacent: property owners; and adult, non-owner residents.	
	One copy of "Notice and Consent Form"; and copies of optional cover letters sent to owners and residents.	
	All returned "Notice and Consent Forms," with signatures of all property owners and names printed; or evidence of change of ownership if signed names don't match tax records.	
	Proofs of mailing for all "Notice and Consent Forms" sent to all adjacent property owners (all certified mail receipts and all returned green cards).	
	Plot plan (11" x 17" maximum) showing: <ul style="list-style-type: none"> Title block labeled, "Limited Agriculture Permit Application for [name of applicant(s)] at [property address]" A north arrow Surrounding street or other rights-of-way names Location of existing property lines and site improvements Location of proposed pen and coop in relation to property lines and site improvements Dimensions of the proposed pen and coop Names and addresses of adjacent property owners labeled Location and labels on any utility lines/easements on the property Location and labels for Special Flood Hazard Areas or Future Conditions Flood Hazard Areas, stream buffers, steep slopes, <i>Durham Inventory</i> sites, etc. 	

Note: *If the proposed pen and/or coop require additional Planning approvals such as a Certificate of Appropriateness, Floodplain Development Permit, etc., those approvals must be obtained prior to the issuance of this Limited Agriculture Permit.*

All Property Owners and Applicants - Read & Initial Appropriate Box Below (both are required if not the same)

Applicants' Initials	I (we) acknowledge that: 1. I have read and understand Sec. 3.22, Limited Agriculture Permit (City Only), and paragraph 5.4.12, Limited Agriculture (City Only). 2. I will allow a Zoning Enforcement Officer, Inspections Officer, or Animal Control Officer to enter the premises for purposes of determining compliance with Limited Agriculture or accessory structure requirements or for animal control purposes. 3. I understand that this permit is not transferable to another person or location. 4. A Site Compliance Inspection of the built coop and pens must be requested within 180 days after the date of the permit issuance, or the Limited Agriculture Permit will be voided. 5. I further understand that a violation of any applicable requirement will result in appropriate enforcement action including possible fines and revocation of this permit.
Property Owners' Initials	

Applicant and Owner Certification

I (we), the undersigned, certify that the information contained in this application is complete and correct to the best of my (our) knowledge, and acknowledge that all required information must be supplied for this application to be considered complete and valid. If the provided information is later discovered to be incorrect, the permit can be voided.

Applicant Signature(s): _____
 (If different from property owners; notarization is not required) _____ Date _____

Property Owner Signature(s) _____
 (All property owners signatures are required with notarization below) _____ Date _____

STATE OF NORTH CAROLINA
 _____ COUNTY

The undersigned, a Notary Public, certifies that _____
 personally appeared before me this day, and acknowledged to me that he/she/they voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Date: _____
 _____, Notary Public

(Print Name)

(Official Seal)

My commission expires: _____

Submittal Instructions

Please bring or mail your payment of \$26.00 with completed application and all required attachments to:
 Customer Service Center, Durham City-County Planning Department, Suite G301, 101 City Hall Plaza, Durham, NC 27701. Please make your check payable to "City of Durham." Out of state and starter checks will not be accepted. Cash or credit card payments are only accepted if submitted in person with your application at our City Hall location.

PLANNING DEPARTMENT USE ONLY**Tracking Information (Staff Only)**

Permit #: LAP	PID:	PIN:	NOV on Use? Y N
Enforcement District:	Zoning:	Floodplain Permit Req'd: Y N	COA Required: Y N
Date Rec'd:	Rec'd By:	Floodplain Permit Issued: Y N	COA Issued: Y N

Staff Initials Information/Forms Provided to Applicant Before Submittal of Application, as Applicable:

	Sec. 3.22, Limited Agriculture Permit (City Only)
	Sec. 5.4.12, Limited Agriculture (City Only)
	Copies of the following: Process overview, plot plan requirements, fencing interpretation (option)
	Adjoining property owners' names and contact information
	Blank "Notice and Consent Form"

Administrative Review

Administrative Review Required: No ☐ Yes ☐ Date: _____ Time: _____
 (If 'Yes,' attach copy of completed Administrative Review Form)

Permit Approval

Approved by Planning Department	_____ <i>Authorized Signature</i> Print Name: _____	_____ Date If not inspected, expires: _____
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Copy of Permit Provided to Applicant ☐ Date Sent: _____